

Message

From: Ewart Burt [bewart@facil.umass.edu]
Sent: 5/14/2010 3:38:09 PM
To: Hanchett, James (DPH) [James.Hanchett@state.ma.us]
Subject: FW: MDPH records boxes/files move for Morrill I Vivarium project

Jim,

This just in from Sally – June 4, 7 or 8 – which works best?

Thanks,

Burt

Burt Ewart

Capital Project Manager
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Facilities Planning Division
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bewart@facil.umass.edu

Direct Extension: 413.577.0128

Mobile: [REDACTED]

Office Main: 413.545.1383

Fax: 413.545.3684

From: Delaney Sally
Sent: Friday, May 14, 2010 11:23 AM
To: Ewart Burt
Subject: RE: MDPH records boxes/files move for Morrill I Vivarium project

Burt- here are the dates that are better for the movers: June 4,7 and 8

Sally A. Delaney
Project Manager
Facilities & Campus Planning
University of Massachusetts Amherst
413-545-5370 office
[REDACTED] cell

From: Ewart Burt
Sent: Friday, May 14, 2010 11:19 AM
To: 'James.hanchett@state.ma.us'

Cc: Delaney Sally; Nathhorst Richard P.

Subject: FW: MDPH records boxes/files move for Morrill I Vivarium project

Jim,

I'm trying to coordinate your move, so I'm forwarding the attached email in the hope of coming up with a mutually acceptable date to move your files. Of course, this also will require the switching of lockset cores at the same time, or potentially before (if we were to take the core out of one of the doors of the interconnected rooms, and replace it with a no-key blank, for instance).

If the move has to occur at 2:00 PM or later, do you have a preference for dates?

Thanks for your help on all this,

Burt

Burt Ewart

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From: Delaney Sally

Sent: Friday, May 14, 2010 10:52 AM

To: Ewart Burt

Subject: RE: MDPH records boxes/files move for Morrill I Vivarium project

I can PROBABLY accommodate this, but it would be around 2 pm. I am booked solid with moves. It will be a minimal cost in respect to everything else.....probably around \$500 +/-

Let me know and I will get you on the schedule to have this done.

Sal

Sally A. Delaney

Project Manager

Facilities & Campus Planning

University of Massachusetts Amherst

413-545-5370 office

██████████ cell

From: Ewart Burt
Sent: Friday, May 14, 2010 10:44 AM
To: Delaney Sally
Cc: Nathhorst Richard P.
Subject: MDPH records boxes/files move for Morrill I Vivarium project

Sally,

I need to schedule either your moving guys or a private company to move about 200 stacked banker's boxes of files and about four vertical file cabinets (filled) from rooms N246/248/250 to N128 in Morrill I. This work will need to be done under the direct supervision of James Hanchett at the MDPH Drug lab or his staff, and so should be done during regular business hours. To keep the Morrill I Vivarium project moving, this work should be accomplished no later than June 9, 2010 (sooner would be better). I expect this would be a half-day's work – it's pretty simple.

When can this get done, and about how much will it cost?

Thanks,

Burt

Burt Ewart

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